

STUDENT AID AWARENESS WORKTEAM AGENDA

July 3, 2001 9:00 – 11:00

DESIRED OUTCOMES-

- Understanding of budget planning process related to SAA
- Understanding of communication planning
- Agreement on next steps

| <u>WHAT</u> | <u>HOW</u> | <u>WHO</u> | <u>WHEN</u> |
|--------------------------------|---|-------------------|--------------------|
| START-UP- | <ul style="list-style-type: none">• Context• Desired Outcomes• Agenda• Clarify discussions from last meeting | Kristine | 9:00- 9:10 |
| BUDGET PLANNING PROCESS | <ul style="list-style-type: none">• Discuss and clarify budget issues related to SAA | Michele | 9:10-9:35 |
| COMMUNICATION PLANNING | <ul style="list-style-type: none">• Introduce communication planning | Kristine | 9:35 – 9:55 |
| CLOSE- | <ul style="list-style-type: none">• Next steps• +/- | Kristine | 9:55 – 10:00 |

THINGS TO DO-

- Review and bring to the meeting the following documents –
 - Bring planners/calendars to plan for availability for upcoming meetings
 - Question/concerns surrounding the budget planning process